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ABSTRACT

This book is designed to help the adult learner overcome test anxiety and become an effective test taker. A survey to determine what the reader knows about test formats is followed by facts on many types of tests, help with real-world problems in test taking, reviews of writing skills for essay tests, and practice test questions. Some resources, including Internet sites, are given for additional information. The chapters are: (1) "Finding out about the Tests You Must Take"; (2) "Making a Study Plan"; (3) "Carrying out Your Study Plan"; (4) "Learning Strategies"; (5) "Coping with Test Anxiety"; (6) "Getting Mind and Body in Shape"; (7) "Managing Study Schedules"; (8) "Managing Test Days"; (9) "Psyching out the Multiple-Choice Test"; (10) "More Multiple-Choice Questions"; (11) "Questions on the Classroom Test"; (12) "Should You Guess? Often, Yes!"; (13) "Managing Your Time during the Short-Answer Test"; (14) "Preparing for Essay Questions"; (15) "Taking an Essay Test"; (16) "Writing Basics for the Essay Test"; (17) "Test Yourself: A Practice Civil Service Test"; (18) "Test Yourself: A Practice Standardized Test"; (19) "Test Yourself: A Practice Classroom Test"; and (20) "Summing Up." Appendixes contain a discussion of the test answer grid and a list of additional resources. (SLD)

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